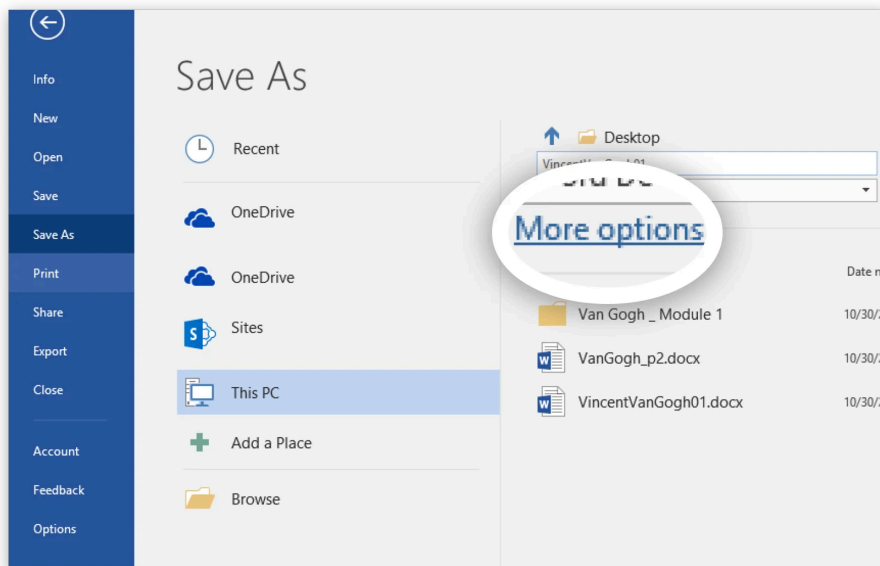


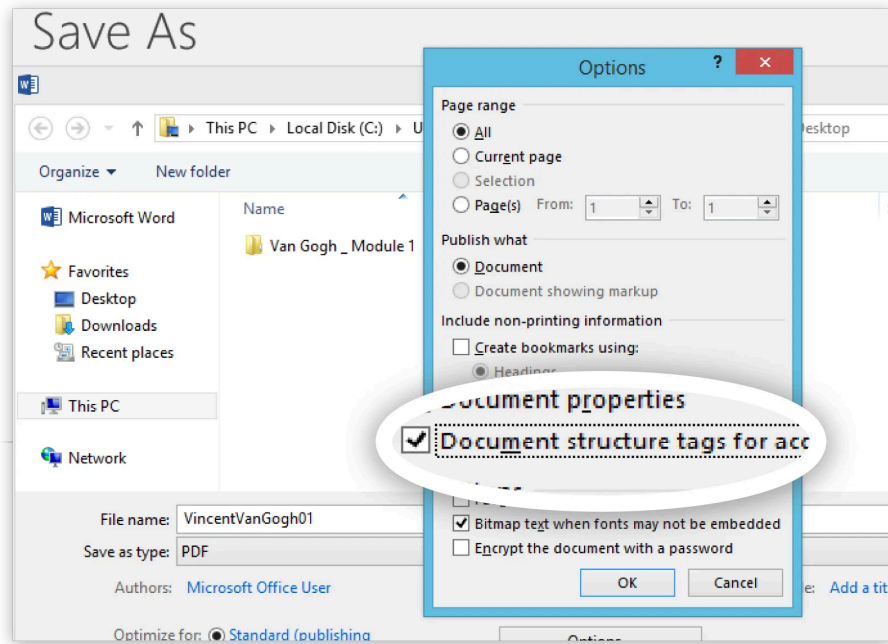
How to tag a PDF

Step 3: Save as tagged PDF using Microsoft Word 2016

1. Open the original in Microsoft Word 2016.
2. Click **File** from the menu and select **Save as** or **Save a copy**. Choose where you want to save the file.
3. Within the **Save As** dialog, click the **More options** link.



4. In the **Save As** dialog box, choose **PDF** in the **Save as type** list.
5. Click the **Options** button in the same dialog box. Make sure the **Document structure tag for accessibility** check box is selected.



6. Click **OK** and **Save** the PDF.